Honiton Community College



**Person Specification**

**Job title: Head of Pastoral (Non-Teaching)**

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|  | **Essential** | **Desirable** | **Assessed by** |
| **Qualifications** |  |  |  |
| Good level of general education (to at least GCSE level) or equivalent. | X |  | Application form, letter, interview |
| ‘A’ Level or degree. |  | X |  |
| **Experience** |  |  |  |
| Experience of working with children of a relevant age in a learning environment |  | X | Application form, letter, references |
| Experience of using ICT and other technology to support learning |  | X | Application form, interview |
| Evidence of successful organisation and administration | X |  |  |
| Evidence of successful leadership of a team |  | X |  |
| Experience of working with and supporting vulnerable children | X |  |  |
| **Skills & Abilities** |  |  |  |
| Ability to use a relational and empathetic approach at all times with students and staff | X |  | Interview, References |
| Adaptability and flexible approach to job roles and the ability to work calmly and efficiently and at times under pressure | X |  | Interview, References |
| Ability to work constructively as part of a team | X |  | Interview, References |
| Ability to work independently and organise own work schedule | X |  | Interview, References |
| Ability to supervise other staff |  | X | Application form, Interview, References |
| Ability to meet tight deadlines and prioritise when necessary | X |  | Interview, References |
| Ability to address new initiatives and willingness to undertake relevant training | X |  | Interview, References |
| Ability to use incidents as a learning experience for the students, thereby assisting their personal, social and moral development. | X |  | Interview |
| Ability to show initiative, enthusiasm and problem solving. | X |  | Application form, letter, interview |
| Excellent communication skills combined with a professional approach to dealing with staff, parents, members’ of the public and professional bodies both in person, written and on the telephone. | X |  | Interview, References |
| Willing to learn | X |  | Interview, References |
| Enjoy working with children in challenging circumstances. | X |  | Application Form, Interview |
| Effective and efficient use of data to improve learning | X |  |  |
| A willingness to work for the benefit of students both inside and outside the classroom | X |  |  |
| A commitment to a team ethos and the college vision | X |  |  |
| Ability to establish constructive working relationships with staff, students and parents | X |  |  |
| Ability to inspire students and enthuse staff | X |  |  |
| Able to work flexibly to support others and respond to unplanned situations | X |  | References, interview |
| Commitment to the highest standards of child protection and safeguarding procedures and the ability to promote and safeguard the welfare of students. | X |  | Interview |
| A creative approach to problem solving | X |  |  |
| Confidence, tenacity, flexibility and adaptability | X |  |  |
| A sense of humour and a ‘can-do’ attitude | X |  |  |
| **Other Requirements** |  |  |  |
| This post will be subject to a DBS enhanced disclosure check. | X |  | Interview |